

Change request for a County-District-School (CDS) Code

Please complete boxes 1 through 3a. Type or print **changed information** in boxes **4-28**, as appropriate. If you have any questions please contact the CDS Data Administrator at phone: (916) 327-4014 or fax (916) 322-3257.

School information

1. County:	County Code
2. District:	District Code
3. School:	School Code

Change effective date: _____

4. Updated School Name:	
5. Phone () Ext.	5. Fax ()
6. Web Site:	7. E-Mail Address:
8. Street Address (schools physical address)	9. Mailing address (if different from street address)
10. School Type:	11. Education Code Authority (See reverse) §
12. <input type="checkbox"/> School Opening Date: <input type="checkbox"/> School Closing Date:	13. Estimated Enrollment:
14. Grade Span:	15. Year Round Y / N
16. If Charter, Charter School Number	17. Funding Option: Direct or Local / not in funding model
18. District of residence if different from above.	
19. Site Type – <input type="checkbox"/> Site-based Instruction <input type="checkbox"/> Independent Study <input type="checkbox"/> Combination of Site-based and Independent Study	

☐ Change Current Personnel Information / ☐ Add/Replace Personnel

20. Mr. Mrs. Ms. Dr. Other	21. First Name:	22. Middle Name:	23. Last Name:	24. Ph.D. Ed.D.
25. Title:		26. E-Mail Address:		
27. Phone: () Ext.		28. Fax: ()		

District Superintendent's Certification

I hereby certify that the above information is true and correct.

Superintendent's Signature		Date:
Name	Title	

Note to the Requester:

The County-District-School (CDS) code system is an administrative convenience designed to provide the California Department of Education (CDE), the Department of Finance, and post-secondary institutions with a basis for tracking **schools**. The CDS code is a unique identifier that allows schools to be easily sorted and tracked in databases.

A CDS Code is a number assigned to a school. CDS codes are not assigned to programs.

Evidence that the entity for which a CDS code is sought is a school and not a program is the governing board action approving *formation* of the school and board action *establishing* the school. Governing boards can act only by a majority vote at a public meeting (*Education Code* §§ 1011, 1013, 1040, 35163, 35164; *Government Code* § 54950 and following (the Brown Act)).

Instructions for Box 11:

Enter the appropriate Education Code Section from the list below. Legal authority for establishment of schools is provided in various sections of *the Education Code (Ed.C.)*. Please consult the full text of these statutes, as well as your own legal counsel, to determine the appropriate authorities for establishment of any particular school.

Questions regarding this list of legal authorities may be directed to the CDE Legal Office at (916) 657-2453.

1. General Authority (permissive school code) *Ed.C.* §§ 35160, 35160.1, 35160.2

- Or -

2. Special Authorities

County Schools

- County Community schools, *Ed.C.* § 1980 et seq.
- Community day schools, *Ed.C.* § 48660
- Charter schools, *Ed.C.* § 47600 et seq.
- Education of prisoners in county jails, honor farms, etc., *Ed.C.* § 1900 et seq.
- Emergency schools, *Ed.C.* § 1920 et seq.
- Junior high schools, *Ed.C.* § 37060
- Juvenile court schools, *Ed.C.* § 48645 et seq.
- Opportunity schools, *Ed.C.* § 48630 et seq.
- Secondary schools specializing in high technology or performing arts or other special curricular areas, *Ed.C.* § 58800 et seq.
- Technical, agricultural, and natural resource conservation schools, *Ed.C.* § 1790 et seq.
- 24-hour elementary schools, *Ed.C.* § 48600 et seq.

District Schools

- Adult schools, *Ed.C.* § 52502 (see generally, § 52500 et seq.)
- Alternative schools, *Ed.C.* § 58500 et seq.
- Charter schools, *Ed.C.* § 47600 et seq.
- Community day schools, *Ed.C.* § 48660
- Continuation schools, *Ed.C.* § 48430 et seq.
- Junior high schools, *Ed.C.* § 37060
- Opportunity schools, *Ed.C.* § 48630 et seq.
- Secondary schools specializing in high technology or performing arts or other special curricular areas, *Ed.C.* § 58800 et seq.
- 24-hour elementary schools, *Ed.C.* § 48600 et seq.